

Secretary

The Secretary shall be responsible for—

- (1) Handling all correspondence, giving notice of meetings, and maintaining the files of the Association.
- (2) In assistance to the VP Admin and Registrar, the secretary shall keep a complete record of all teams and players for the purposes of:
player registration, team affiliation, fee assessment, and insurance records;
- (3) Establishing and providing for the registration of players and teams as may be directed by the Board; and working with the VP Admin, Registrar and Webmaster and/or may be tasked with operating the website as needed.
- (4) Handling all items such as:
 - a. Travel applications and correspondence related to clauses (2) and (3) of the documents for Board related expenses.
 - b. Correspondences and/or condolences and/or congratulations, etc... as needed and as requested at the direction of the President of the Board or by vote of the Directors.
- (5) Perform board duty, as scheduled, on game days in order to have a Board member present at all times.

The Secretary shall prepare, sign, and maintain minutes of all meetings of the Board and the Club. The Secretary shall give proper notice of all meetings of the membership. The Secretary shall keep on record copies of the correspondence of the Corporation as well as the Articles of Incorporation, By-Laws, and Amendments thereto. The Secretary shall see to it that documents are filed, or cause to be filed, in cooperation with the President of the Board, all reports required by law, including the annual report of the Corporation to the State Corporation Commission.

Secretary

The Secretary duties shall include but not limited :

- A) Certify and keep at the principal office of the corporation, the original, or a copy, of the Bylaws as amended or otherwise altered to date.
- B) Keep at the principal office of the corporation or at such other place as the Board may determine, a book of ratified (having been corrected and approved) minutes of all meetings of the directors, and, if applicable, meetings of committees of directors and of members, recording therein the time and place of holding, whether regular or special, how called, how notice thereof was given, the names of those present or represented at the meeting, and the proceedings thereof. Documents which shall remain confidential and protected under Board supervision.
- C) See that all notices are duly given in accordance with the provisions of these

Bylaws or as required by law. Be custodian of the records and of the seal of the corporation and affix the seal, as authorized by law or the provisions of these Bylaws, to duly executed documents of the corporation. Documents which shall remain confidential and protected under Board supervision.

- D) In cooperation with the VP Admin and the Registrar, keep at the principal office of the corporation a membership book containing the name and address of each and any members, and, in the case where membership has been terminated, he or she shall record such fact in the membership book together with the date on which such membership ceased. Documents which shall remain confidential and protected under Board supervision.
- E) Exhibit at all reasonable times to any director of the corporation, or to his or her agent or attorney, on request therefore, the Bylaws, the membership book, and the minutes of the proceedings of the directors of the corporation.
- F) In general, perform all duties incident to the office of Secretary and such other duties as may be required by law, by the Articles of Incorporation, or by the Bylaws, or which may be assigned to him or her from time to time by the Board of Directors.

The role of Secretary is to perform as indicated above in cooperation with the Executive Officer, otherwise known as President, and/or at the direction under action so approved by the Board of Directors, including but not limited to:

Record and archive pertinent club data,:

Minutes

Contracts

Policies

Leases

Contacts

Assist Executive Board with organizational and planning needs

Assist Operational Boards with organizational and planning needs

The Secretary's term of office shall be on year.